

Board of Selectmen
Minutes November 17, 2015

Convened at 6:00 pm

Present: Ken Christiansen, Chair
Jeffrey Bryan
Andrew Artimovich
Robert Mantegari
Jane Byrne

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Joyce Gallant was in to present the weekly Treasurer's report. Please see last page to view report.

Artimovich made a motion, 2nd by Bryan to approve the public minutes of 11/10/15 as written. The motion carried with Mantegari abstaining as he was not present.

Artimovich made a motion, 2nd by Mantegari to approve the public minutes of 11/03/15 as written. All were in favor.

Byrne joined the meeting telephonically due to medical reasons.

Building Inspector, Kip Kaiser, had the following building permits to be signed this week:

- Doug Linehan, 15 Robinson Street, frame out basement: signed by Board
- Matt Lachoney, 16 Autumn Lane, garage and room over addition plus electrical permit: signed by the Board
- Eleanor McLaughlin, 15 Mill Road, pull down attic access: signed by Board.

Chief Lemoine was present to update the board on a few items. He said they are having furnace problems again. Lemoine said he has an issue every fall, they make a few repairs, and then the system works fine until the next fall.

Lemoine also wanted to discuss standby pay and the new incentive program. He and Clement have been discussing how to roll the program out and NHMA has some liability concerns. Clement said there is no question that the standby time is not considering "working hours" because the call firefighters are allowed to go about their daily lives. They can go to the market, the movies, out to dinner, etc. The concern NHMA had was that they view the standby pay paid (the \$30 or \$40) as an arbitrary amount and that if Lemoine rolls out the new incentive plan it increases the town's liability. The new plan does not pay standby for shifts 1-3. NHMA said that has the potential to increase friction and animosity amongst the staff as to who is getting paid for what and thus leading to a claim. Clement said it was legal to pay under this structure as the hours are not considered "working hours" and do not meet the requirements to have to pay minimum wage. The question was if the town was concerned with the increased liability enough due to the potential friction that would prompt them to rethink the program. Mantegari made a motion, 2nd by Byrne to consult Walter Mitchell. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

Clement said the employment physicals in the ambulance budget were counted twice. The bottom line budget should be reduced by \$6000. Bryan made a motion to open the ambulance budget, 2nd by Mantegari. Bryan – aye, Mantegari

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– aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries. Bryan made a motion, 2nd by Mantegari to approve the ambulance budget of \$99,069. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

Lemoine said he would like to put on the warrant an article to gift the town proceeds from the sale of the old fire station. He said the amount is approximately \$80K and would be made about July. Lemoine said the fireman's association had issues with the IRS regarding their non-profit status. He said they have been told they are "all set" from the IRS but could not receive that in writing. The statute of limitations expires in May and the association can turn over the funds then.

Clement said they have a quote from John Tibbetts to repair the decks at the BRC. The quote is \$1723. Clement said they received a quote close to \$12,000 from the House Doctor in Stratham. Clement said Jamie Peel and Matt Eaton have also been out but are not able to do the work this year. Bryan made a motion, 2nd by Mantegari to approve and expend \$1723 out of CRF for building maintenance for John Tibbetts to replace the deck at the BRC. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

Clement said Officer Abele will not be considered a member for SERT in the first year. The first year membership fee will be \$5000 and subsequent years will be \$2500. The board agreed that was fine.

Clement said Amy Nelson has requested a proclamation for the town to declare November 13th annually to be World Pancreatic Cancer Day. Clement said Exeter, Hampton, Portsmouth, and Manchester have declared this. Bryan made a motion, 2nd by Mantegari to declare November 13th as World Pancreatic Cancer Day and to sign the proclamation. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

The holiday party will be on December 8th at the town office.

Clement said she has asked for a cost estimate by January 11th from Dubois and King (D&K). This will give the board a preliminary number for the warrant. D&K will then prepare the RFP for bids to be due by the end of February. D&K will review the bids and make a recommendation. The board will then be able to amend the warrant article based on the bid to be awarded after town meeting.

Christiansen said he would like the town to send flowers to Jude Gates for her work on Prescott Road. The others agreed. Artimovich said Prescott Road was shimmed today.

The board reviewed the following budgets:

Recreation

The recreation budget is increased by \$96 for a second phone line in the BRC, needed for the fire alarm. Bryan made a motion, 2nd by Byrne to approve the recreation budget of \$42,680. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

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Insurance

Clement said PLT will stop writing coverage in June 2016. Primex is the only other risk pool in the state and has provided a quote. The workers comp. coverage is up 8% but shows a decrease if the Town signs on with them for liability coverage. The multi policy discount is 10%. Clement said the town could use these numbers as a place holder and go out to bid in the commercial market. That is a lengthier process and would not be complete by the end of this year. Bryan made a motion, 2nd by Mantegari to approve the insurance budget of \$98,672 and for Clement to prepare an RFP. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

Town Administrator

Clement said the board approved a \$12K increase for Chief Lemoine last year that was 105% increase and last week approved a 12% increase for Kaiser. She said both of these men deserve the increases but neither had to show any documentation to support the wage being requested. Clement said she has done the homework and can clearly demonstrate that her wage is not competitive. She said she was disheartened that the increase she was requesting was quickly dismissed due to percentage, although similar dollar amounts have been approved in other departments. Bryan said the total package is competitive and the large increases for Lemoine and Kaiser were approved as they are part time employees. Clement said the board cannot hold her benefit package against her. That is the offering to all full time employees. Artimovich said they had approved Kaiser's increased based on information provided by Clement. He said he knew she had done the research to support the request.

Mantegari said we had discussed signing a contract and had proposed increases of 6, 6 and 5% over 3 years. Clement said she is responsible for 18 of the 31 budgets that attribute to the total operating budget. This is 58%. Clement said of all these budgets, the increase is \$17k or 1.64%. She said that could be attributed to liability insurance alone. Byrne said in other communities this size, often there are administrative assistants and/or finance directors. Byrne said if Clement were to leave, she could not be replaced without creating another part time administrative position. Clement said the average salary of an administrator plus their support staff in comparable sized communities is \$119K. This is salary alone and does not include any benefits. Christiansen said that Clement is \$7 under the average hourly pay. Mantegari said if they go up \$2.15 an hour it will be competitive with 9 of the towns in this population. Mantegari made a motion, 2nd by Christiansen to approve a raise of \$2.15 an hour. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries. Mantegari made a motion, 2nd by Artimovich to approve the town administrator budget of \$96,677. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

Clement had a quote from Security Team for \$1755 for 2 monitors and a video distribution amplifier. This would be used to view the front entry way in the town office. Artimovich suggested we add a camera at the highway shed with the video DVR at the town office. Clement said she would get that quote and the board could re-visit this at a later meeting.

Artimovich made a motion, 2nd by Mantegari for Christiansen to sign an acceptance and payment request form from Municipal Leasing Credit Corp. for the town to be reimbursed \$595. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

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Bryan made a motion, 2nd by Byrne to sign the 2016 contract with George Sancoucy for the utility update. The cost is level at \$7000. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

Clement said the gardeners have donated \$300 to the town office for Joyce Keegal to use for plantings and bulbs. Artimovich made a motion, 2nd by Mantegari to sign a thank you note to the gardeners. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

Clement had an abatement for May Patch. The tax bill went out with the incorrect assessment; it did not reflect the findings from the informal hearing with Michaud. Byrne made a motion, 2nd by Bryan to approve the abatement. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

Clement had an abatement for M&T. A new parcel was created based on a recorded plan. The taxable property was moved to a new parcel and the first issue billing receivable did not transfer. Mantegari made a motion, 2nd by Byrne to approve the abatement. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

Bryan made a motion, 2nd by Mantegari to sign an intent to cut for Greg Lambert. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

Mantegari made a motion, 2nd by Bryan to sign an intent to cut for Jean McDonald. Bryan – aye, Mantegari – aye, Artimovich –aye, Byrne – aye, Christiansen – aye; the motion carries.

Bryan updated the board on the budget committee meeting. He said the school board is voting to include a full day kindergarten in the operating budget and not take it to warrant even though it has been voted down the last 2 years. Byrne recommended consulting with DRA to see if that was allowable. Christiansen said they are going from 17 teachers to 19 with this program.

Artimovich made a motion, 2nd by Bryan to adjourn the meeting at 7:11 pm. Bryan – aye, Mantegari – aye, Artimovich – aye, Byrne – aye, Christiansen – aye; the motion carries.

Respectfully submitted,

Karen Clement

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WEEKLY TREASURER'S REPORT				
DATE:		11/17/2015		
Citizens General Fund:				
Previous Balance:		19,540.31		
Deposits:		264,284.80		
Payroll:		15,117.68	DD: 10,635.45	CKS: 4,482.23
FICA:		3,720.27		
to Impact Fees				
A/P: Regular		222,131.77	Swasey: \$180,000	
Void check				
From MMA				
TO MMA		23,000.00		
Account Balance:		19,855.39		
Interest Earned YTD:		246.93		
CD's:	Unrestricted Balance:			
MMA:	Unrestricted Balance:	1,127,497.95		
	Total Invested Funds:	1,127,497.95		
	Interest Earned YTD:	6,072.99		
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